

User Manual: Process Alarm Sheets ETH Zurich

General information

For installations which are to be connected to the building automation system, the users have to fill out so-called alarm sheets. These contain information on how to proceed in case of an incident if an alarm reaches the Emergency Desk (ED). According to the Service Level Agreement of the Facility Management Infrastructure Division (FM-IB Betrieb), there are four different alarm-categories (AC); however, only for two of them, alarm sheets have to be created:

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| • AC 1 = Personal and animal protection alarms | 15 minutes intervention time |
| • AC 2 = Technical alarms (property protection) | 15 minutes intervention time |

For AC 1 and AC 2, intervention time in case of an alarm / a defect is essential. Out-dated contact details lead to delayed intervention, which, in turn, might lead to aggravated consequences. For this reason, we have compiled information on when to fill out a new alarm sheet, what information to fill in and when to update it.

Alarm sheet: filling it out and keeping it up to date

- If a request for a new installation has been submitted to the building and construction unit by a user, FM-IB Betrieb issues a new alarm sheet as well as a standardised installation-code and fills in the top section of the alarm sheet.
- Thereupon, FM-IB Betrieb sends the alarm sheet to the user concerned, who, in turn, fills in the relevant information. Important in this respect is that
 - the alarm sheet lists at least three persons who can be contacted by ED in case of an alarm:
 1. the safety officer of the group in question,
 2. the lab safety officer of the group in question,
 3. the employee of the group who uses the installation the most.

These persons have to know what to do in case of an alarm, they have to be trained by the provider of the installation and they have to refresh this knowledge periodically. What is equally important is that these persons speak German well enough to be able to correctly inform ED in case of an incident.

- the alarm sheet contains clear information on the proceeding in case of an incident.
- The safety officer of the institute concerned should be listed on the alarm sheet as well. Thus he/she can be contacted, if the persons mentioned above are not available.

- AC 1: After the user has filled out the relevant sections of the alarm sheet, he/she has to send it, as soon as possible, but no later than one week after reception, to the Safety, Security, Health and Environment (SSHE) unit, section for Chemical, Occupational and Biological Safety and Radiation Protection ([COBRa](#)). COBRa checks the sheet and then returns it to FM-IB Betrieb.
- AC 2: After the user has filled out the relevant sections of the alarm sheet, he/she has to return it, as soon as possible, but no later than one week after reception, to FM-IB Betrieb.
- Only after having received the correctly filled out alarm sheet, FM-IB Betrieb will connect the installation in question to the building automation system and the alarm sheet is deposited at ED. Now, if an alarm occurs, the responsible unit takes action as defined on the alarm sheet and, if necessary, contacts the users concerned. From 7 to 17 o'clock, it is FM-IB Betrieb which is alarmed (ED has a monitoring role and reacts, if an alarm is not reset in due time). From 17 to 7 o'clock, ED forwards an alarm either to the stand-by duty service or to the Security Service.
- In case of a gas alarm (but not in case of a false alarm), ED informs COBRa immediately. COBRa, in turn, takes over first response or supports the users in solving the problem.
- Annually, FM-IB Betrieb sends out a reminder to the users telling them to check the correctness of their alarm sheets and to notify FM-IB Betrieb of possible changes.
- How to proceed if there are changes: The users ask the relevant FM-IB Betrieb-employee (building area) to send them the original alarm sheet (always administered by the relevant building area, the users receive a copy respectively), make the necessary corrections and return the adapted original to the building area. The latter are responsible for depositing the alarm sheet at ED again.